

Strategic Sourcing Plan

Commodity/Service Selection:

Commodity/Service recommendations can be initiated by the WGS Procurement Consortium Steering Committee or by individual sites and shall be handled in accordance with the following guidelines:

Steering Committee initiated:

- Maintain a candidate list of commodities/services
- Request information from the WGS Group as deemed appropriate
- Select commodities/services and charter purchasing teams to research and establish agreements

Site initiated:

- Review individual requirements for applicability to the WGS Group
- Notify the WGS Steering Committee of appropriate pending procurement actions
- Proceed based on WGS Steering Committee's recommendation

Technical Advisory Committee (TAC) Formation/Responsibilities:

The WGS Steering Committee will provide a WGS Sponsor for each chartered team. The sponsor will coordinate with the team lead to ensure that the team understands the WGS concept. The TAC will normally consist of the following:

- WGS Sponsor
- Team Lead
- Multi-site team members – both purchasing professionals and technical professionals as deemed appropriate by the team

The TAC will be responsible for the following actions:

- Determine, through market research and WGS-wide interest if a BOA is appropriate
- Establish a procurement schedule
- Communicate status of the procurement to the WGS sponsor
- Utilize the WGS Strategic Sourcing Plan to award the BOA
- Document the procurement action (justification/summary) addressing all areas of the WGS Strategic Sourcing Plan and provide this justification, upon request, to other WGS sites
- Provide the WGS Homepage administrator with appropriate and complete information for BOA publication on the WGS Homepage

- Administer BOA
- Serve as point of contact for WGS-wide requests for information relative to BOA
- Provide WGS Steering Committee with WGS-wide \$ savings quarterly or upon request
- Answer all inquiries relative to the awarded BOA (DOE Field Offices, DOE-HQ, IG, etc.)

Supplier Selection:

The following "Guiding Principles" will be incorporated by the individual TACs as deemed appropriate.

- Identify the major suppliers presently providing the product/service
- Down select to the appropriate number of suppliers
- Communicate with the selected supplier (National Account Manager or equal), and introduce the WGS concept making sure that the supplier is interested in participating in this concept.

The following value characteristics (evaluation criteria) may be considered and should be included in any resultant agreement as appropriate:

- On-time delivery rate
- Quality performance rating
- Innovative approaches
- Leading technology record
- Market stature
- Reputation in the WGS Group/market
- Electronic commerce capability
- Geographical capability
- Organizational and financial stability
- Price competitiveness
- Socioeconomic program (local suppliers, small/small disadvantaged supplier, etc.)
- Use "best value" selection techniques and methodology; i.e., oral presentations, non-scored evaluations, etc.
- Validate information as appropriate
- Based on the above information and good business sense, award to the "best value" supplier(s)
- Notify WGS, and post synopsis on the WGS Home Page

Commitments:

The WGS Consortium agrees to:

- Provide the supplier with a listing of all WGS sites and their POC
- Support and promote the agreement within the WGS Group
- Provide presence on the WWW through the WGS Home page
- Maintain full and open communication

The Supplier agrees to:

When appropriate these elements should be written into any resultant agreement as performance criteria.

- Stay on the cutting edge of technology of their market
- Institute continuous improvement to provide the BEST PRICING
- Provide any new market information that could enhance the WGS Group performance
- Provide usage reports to the WGS Steering Committee and the WGS site primary POC to include site participation, dollars, volume, quality and delivery performance
- Market the agreement throughout WGS
- Work with individual WGS sites to incorporate the agreement into site specific order/agreements